

## CHECK LIST FOR APPLICANTS REQUESTING SPECIAL EVENTS PERMITS

1. Complete form; date of event, start/stop times, location of event route milepost-to-milepost, and type of event, signature of event sponsor or group.
2. Attach insurance certificate; if sponsor or event are for profit then insurance is required if sponsor and event are non-profit then insurance is not required.
3. Attach site plan, map or route of event (parade, bike ride, marathon).
4. Complete and attach Special Event check list, as they pertain to event.
5. Attach Traffic Control Plan, preferably designed by a barricade and light company or traffic engineer.
6. Attach confirmation of off duty officers DPS, others ok if DPS unavailable.
7. Attach letters from other stakeholders approving event i.e.; police, C of C, Fire department & business's.
8. Attach public service announcements copy and types of media to be used.
9. Schedule and attend pre and post event meetings with all concerned parties.